



CITY OF LEESBURG SPECIAL EVENT APPLICATION FORM

Please submit **Form A** if the special event is a **"Major Event"**. A Major Event per Chapter 26 of the Leesburg Code of Ordinances is defined as a special event of one day or more in duration, with an estimated cost of over \$5,000.00 in City services, staff overtime and equipment usage, which **may include the sale and/or distribution of alcohol**. A special event which could constitute a Minor Event or and Intermediate Event but for the sale or distribution of alcohol shall be considered a Major Event. A "Major Event" can be described as parades, street festivals, walking/running/cycling events and/or a large assembly/gathering of the public. **Examples of this type of event include but are not limited to: Bikefest, Mardi Gras, Fine Arts Festival and other similar events. Major Special Event applications must be submitted 120 days prior to the Special Event.** All backup materials must be submitted 90 days prior to the Special Event.

PLEASE COMPLETE ALL INFORMATION - DO NOT LEAVE ANY SPACES BLANK
WRITE N/A IN SPACES THAT DO NOT PERTAIN TO YOUR EVENT
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED
PLEASE PRINT USING BLACK INK OR TYPEWRITER

Return application to:
 Community Development Office
 204 N. 5th Street, Leesburg, FL 34748
 City Contact: Special Events Coordinator - (352) 728-9760

Section 1 – Applicant Information

Name of Event:							
Name of Applicant (last, first, middle)							
Street Address							
City		State		Zip			
Home Phone		Work Phone					
Cell Phone		E-mail Address					
Website		D.L. # / State					
Corporation/Organization Name or D.B.A.							
State of Incorporation		Tax ID #		Sales Tax #			
Business Street Address							
Mailing Address (if different from above)							
City		State		Zip			
Current City of Leesburg Business License #							

Section 2 – Event Information

Location of Event/Street Address			
Owner of property where event is to be held (if private property, a letter authorizing use by the owner must be included)			
Date(s) of Event(s)	Hours of Event	Set-up Date and Time	Clean-up Date & Time

Promoter of the Event			
Promoter's Address			
Promoter's Phone			
Sponsor(s) of Event			
On-site Event Manager (if different from above)			
Event Manager's Home Phone		Cell (required)	
Event Manager's E-mail Address			
Event Manager's Address			
City		State	
		Zip	

Briefly Describe Event			
Has this event ever been held at another location?		Yes	No
If yes, where?			
When?			
Has the applicant/organization ever had a liquor license or event permit denied, revoked, or suspended?		Yes	No
If yes, explain:			
Will there be an admission charge?		Yes	No
If yes, how much?			
Expected daily attendance:		Peak attendance:	
Describe audience			

Will there be musical entertainment?		Yes	No
If yes, what type?			
If yes:	Number of stages:	Number of Bands:	
Type of Music:			
Will there be sound amplified entertainment?		Yes	No
If yes, please indicate:	Start time	AM/PM	Finish time
			AM/PM
Will there be live entertainment		Yes	No
Will sound checks be conducted prior to the event		Yes	No
If yes, please indicate:	Start time	AM/PM	Finish time
			AM/PM

Please describe sound equipment that will be used for your event:	

Will there be any inflatable, climbing walls, game tables, kid activities, hot air balloons, or similar devices?		Yes		No
If yes, please describe				

Will there be fireworks, rockets, or other pyrotechnics		Yes		No
If yes, please describe				

Will there be signs, banners, decorations, special lighting?		Yes		No
If yes, please describe				

Will there be any items sold?		Yes		No
If yes, please describe				

Will there be contracted concessionaires?		Yes		No
If yes, please describe				

How close are the nearest residences?				
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Will you need water hook-ups?		Yes		No
If yes, please describe				

Will you need electrical hook-ups?		Yes		No
If yes, please describe				

Will there be:							
Tents or canopies?			Yes		No	Size(s)	
Open flames or cooking?			Yes		No	Explain	
Temporary fencing?			Yes		No	Explain	

Will there be:					
First aid locations?			Yes		No
Portable toilets?			Yes		No
Electrical services/generators?			Yes		No
Event coordinator must provide (attach list of providers)					
Carnival/amusements?			Yes		No
Spotlights?			Yes		No

Description of any other activities at the event:

Section 3 - Parades, Motorcades, Running, Walking/ Cycling/Skating Events and Street Parties

Assembly Area		Assembly Time	
Disassembly Area		Disassembly Time	
Number of Units			
Description of Units (motorized, animals, floats, sound amplification)			
Roads to be closed (Traffic Control Plan required)			
Traffic Control Signage (Describe signage requested/required)			
Parking locations (Provide separate map of locations)			
Barriers / Barricades needed?		Yes	No
If yes, where? (provide separate map of locations)			

Traffic Control - A separate Traffic Control Plan must be submitted (including map) along with the request for signs or road closure and must be approved by the City of Leesburg.

Routes - A separate plan & map indicating the proposed route, including assembly and disassembly areas must be submitted with this application.

Section 4 – Site Plan

Event Site Plan - Please include with this application a site plan of the event area indicating the location(s) of the following:

Activity/Amusement areas	Merchandise/Food vendors
Barriers & Barricades	Open flames/cooking areas
Carnival/Amusement rides	Parking
Controlled access/admission areas	Portable toilets
Electrical services/Generators	Recycling container
Emergency access	Stage(s)/Amplified sound equipment
First aid stations	Temporary fencing
Handicap parking/access areas	Temporary water service
In / Out gates	Tents/Canopies
Liquor distribution/Control areas Transportation transfer areas	

Closure of Public Access Areas – Traffic Control Plan indicating vehicle/pedestrian traffic control, detour routes and directional signs, as well as the time period of the closure, must be submitted for the proposed closure of any streets, sidewalks, alleys, right-of-ways, parking lots or any other public access area. Notice of closure must be posted 72 hours prior to the event.

Note: If possible, please submit all plans on 8 1/2" by 11 " paper. Plans must show all street names around location and identified in part by distance from 2 nearest cross streets.

Section 5 – Security (If Private)

Responsible person at event			
Home or business phone		Cell phone (required)	
Type of Private Security Personnel and Company Name			
Security company address			
Security company phone		Number of security personnel	
Will you be requesting off-duty Leesburg police officers?		Yes	No
If yes, how many?			
*If yes, be sure to complete the appropriate form, <u>Police Service Agreement</u> .			

(After reviewing the permit application, the City may **require** the use of increased security or off-duty officers)

Section 6 – Alcohol

Will there be alcohol?		Yes		No
Sold at the event?		Yes		No
Given away at the event?		Yes		No
Allowed to be brought into the event by attendees?		Yes		No
Included in ticket/admission price? *		Yes		No
*applies to charitable, civic, religious, fraternal, or political groups only.				
If you answered "Yes" to any of the above, a liquor license is required. Which type of license will be used for the event?				
Extension of Premises (attach copy of State of Florida application)				
Special Events (attach a copy of State of Florida application)				

If applying for a Special Event Liquor License, the following must be provided:

Charity or Organization's Name				
501(c) (3) # (if applicable)				
A letter from the charity or organization agreeing to participate as the agent for the special event liquor license is required and must accompany the original event application.				
Name of Contact at Charity or Organization		Phone		
On-Site Agent Responsible for Liquor		Phone		
Is event within 500' of a church, town park, or school property line?		Yes		No
How will event attendees of legal drinking age (21) be identified?				

What controls will be used to keep attendees under the age of 21 from obtaining alcohol at the event?		Yes		No
Will those drinking be separated from those not drinking?		Yes		No
Will more than 50% of the gross revenues from the event be derived from alcohol sales?		Yes		No

A site plan showing locations of alcohol service areas, type and height of fencing, and security check areas must be provided and correspond to the description of the controls above.

Section 7 - Insurance

Copies of all certificates of insurance required must be attached and must show the name of the event and dates of the coverage prior to the issuance of the event permit. Please have your insurance company FAX the certificate to the attention Community Development 352-326-6617 at least 30 days prior to the event date.

General Liability Insurance - A certificate of commercial general liability insurance naming the City of Leesburg as an Additional Insured is required for all events taking place on City property. The certificate must indicate the date, time, and location of the event. The person/organization listed on the certificate must be the applicant. The commercial general liability policy shall be written on an occurrence basis including person injury, property damage and products liability coverage's with limits of at least **\$1,000,000**. Higher limits may be required if event includes hazardous activities.

Automobile Liability Insurance Certificate of insurance with a minimum of **\$500,000** coverage per occurrence is required if automobiles or any other licensed motor vehicles are used as part of the event and must name the City of Leesburg as an Additional Insured.

Liquor Liability Insurance Certificate of insurance with a minimum limit of **\$1,000,000** is required if there will be the sale or consumption of alcoholic beverages at the event. Certificate must name the City of Leesburg as an Additional Insured.

Section 8 – Fees & Cost Recovery

Fees for events will vary greatly, depending on the resources your event will require. Fees will be charged based on the requirements of the Special Events ordinance.

*Electrical permit must be obtained before any work can begin, and fees paid at time of permit issuance. Permit must be at the event location or inspector will not approve electrical. Inspection requires 24 hours advance notice.

Deposits may be required for such things as keys for park gates, water meters, recycling containers, cleaning, or damages. Deposit amounts depend on the type of deposit, number of days, or activities of an event.

<u>Direct Costs</u>	<ol style="list-style-type: none">1. Direct costs will be billed to applicant for damage, including cost of materials and labor to repair damage2. Overtime costs incurred by City personnel may be billed to applicant.3. Costs for the use of City equipment (i.e.: light towers, dumpsters, barricades, etc...) may be billed to the applicant.
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Section 9 - Indemnification

Applicant/Permittee agrees to indemnify and hold harmless the City of Leesburg and its agencies representatives, employees and officers from and against any and all claims, liabilities, damages or judgments, caused by or arising out of (a) dealings between the Applicant/Permittee and third parties, (b) the issuance of this permit, and (c) the City's approval of security provisions regarding Applicant's proposed event for which this application is being prepared. This indemnification includes the costs of litigation and counsel fees. Applicant/Permittee agrees, at its own expense, to defend all of the persons to whom this covenant extends against any such claim. The Applicant/Permittee shall have full control of the defense of any litigation and may settle, compromise or adjust the same, provided, however, that the City, on relieving the Applicant/Permittee in writing of indemnification, shall have the right, if it so elects, to conduct any such litigation at its own expense by its own counsel.

Applicant's Signature	Date

Section 10 - Certification

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions of use as written. This permit is not transferable to any other individual or group.

Applicant's Signature	Date